

## **PROCEDURES FOR ORDERING COMPACT DISKS AND TAPES**

Parties who wish to obtain an audio version of a hearing or trial may request a copy of a CD or cassette tape. For hearings held before August 1, 2003, a copy of a cassette tape will be provided. For hearings held after August 1, 2003, a copy will be provided on a CD.

Requests for a CD or cassette tape copy of a hearing, trial, or portion thereof, **MUST** include the following information:

1. The requester's name, address, and telephone number.
2. The date and time of the hearing or trial.
3. The name and number of the bankruptcy case or adversary proceeding.
4. The title of the matter, motion, or pleading heard.
5. The name of the presiding judge. For hearings heard by Judge Brahney, Section A, please contact Demond Smith at 504-589-7891. For hearings heard by Judge Brown, Section B, please contact Gene Ann Avenel at 504-589-7829.
6. The date the requesting party needs the CD or tape. Any order received after 3 p.m. will not be processed until the next working day.

Once the CD or tape is ready, the Court Reporter Clerk will call the requesting party.

The cost for a CD or a tape is \$26.00 for each CD or tape, and is due at the time of pickup. Checks and money orders **MUST** be made payable to "Clerk, U.S. Bankruptcy Court".

If you have further questions, please contact Gene Ann Avenel, 504-589-7829 or Demond Smith, 504-589-7891.